

**THE MINUTES OF THE SPECIAL MEETING OF THE
HIBBING CITY COUNCIL
Tuesday, July 20, 2021**

TIME AND PLACE: A Special meeting of the Hibbing City Council was held on Tuesday, July 20, 2021 in the City Hall Council Chamber

CALL TO ORDER: Mayor Rick J. Cannata called the meeting to order at 7:32 a.m.

ATTENDANCE: Present at roll call Mayor Rick J. Cannata, Councilor James Bayliss, Councilor Tim Harkonen, Councilor Jennifer Hoffman Saccoman, Councilor Jay Hildenbrand, Councilor Justin Fosso, and Councilor John Schweiberger. Also present were Sr. Executive Assistant Candie Seppala HR Director Theresa Tourville, Deputy Clerk Sheena Mulner, and City Attorney Andy Borland. Chief of Police Steve Estey and City Engineer Jesse Story were absent.

CONSENT AGENDA:

Councilor Hoffman Saccoman, supported by Councilor Bayliss, moved to approve Consent Agenda items #s 1-6.

Motion CARRIED

1. Approve Accounts Payable dated:
 - 07/16/2021, checks #170169-170170, in the amount of \$24,135.00
2. Acknowledge the retirement of Thomas Kriske from the Hibbing Fire Department effective Friday, September 10, 2021

The following were previously approved at previous meetings:

3. Set the next Committee of the Whole Meeting for Monday, July 19, 2021 at 5:00 p.m. in the Hibbing City Hall Council Chamber
4. Set the Regular Meetings for Wednesdays, July 28, 2021, August 11 & 25, 2021 at 5 p.m. in the Hibbing City Council
5. Set the Budget Working Session for Wednesday, August 25, 2021 following the Regular 5:00 p.m. City Council Meeting
6. Set the Special Joint Meeting with the City of Chisholm and Range Regional Airport for Monday, August 16, 2021 at 6 p.m. at the Airport Office

DEPARTMENT AND COMMITTEE REPORTS:

Authorize the agreement between the City of Hibbing and the Hibbing Curling Club to follow the existing contract (Approved at the May 19, 2021 City Council Meeting) for the 2021-2022 curling season and document the usage for a future contract

City Services Director Pete Hyduke explained that the City previously had a five-year contract that was delayed. He and Councilor Bayliss had an opportunity to sit down with the Hibbing Curling Club. After the meeting, Mr. Hyduke discussed the contract with Deputy Clerk Sheena Mulner and Accountant Bethany Jacobson. He came up with recommendations that the City needs to move forward with regarding the Hibbing Curling Club. The Clerk's Office employees showed Mr. Hyduke that the Curling Club paid the first and second quarters of 2020 in the amount of \$8,880.30. The

second and third quarters are still outstanding. For the third quarter of 2020, Mr. Hyduke recommended the invoice be waived. The City will assess the Curling Club the fourth quarter of 2020 for a total of \$4,440.15.

The first and second quarters of 2021 he recommended be waived because the building had been closed due to the pandemic. The Curling Club is where St. Louis County had the vaccination center. If things are not disrupted again this year, the third and fourth quarters of 2021 the Curling Club will be assessed based on the previous contract in the amount of \$8,880.30. He recommended that the City Council sign a one-year contract with the Hibbing Curling Club for 2021-2022. During that season, the staff will monitor all of the utility expenses between start-up in October to the shut-down after the Last Chance Bonspiel. That is the primary time they use the arena. At the point that they turn the ice plant on is when they will start monitoring the utilities. Once the season is over, he will give the City Council a report that shows accurate usage and numbers of what it costs the Curling Club to operate. At that point, the City Council has the opportunity to enter into a long-term contract with a good understanding of what the cost of that operation is for that part of the building. After discussing this with the Clerk's Office, they are recommending that invoices be switched to two quarters rather than monthly. This could result in larger invoices for the Curling Club, when they pay isn't the issue, it is how the City invoices them. look at the bullet points and approve this approach for the 2021-2022 season.

- The first and second quarters of 2020 (January thru June) was paid in full by the Curling club at a total of \$8,880.30 July-Dec 2020 is still outstanding
- The third quarter of 2020 be waved and we assess the Curling Club only the fourth quarter at a total of \$4,440.15
- The first and second quarters of 2021 be waved because the curling club was closed do the pandemic. If things are not disrupted again this year, the third and fourth quarters of 2021 the Curling Club will be assessed based on the previous contract in the amount of \$8,880.30.
- After speaking with the finance department we are recommending that invoicing be switched from monthly to two invoice periods or quarters. (October – December) and (January – March) This allows for better revenue/expense matching on our end – However, they will have larger monthly or quarterly invoices for those 6 months. This should probably be a discussion with them and their cash flow situation.
- I'm recommending that the City council sign a one-year contract with the Curling Club for 2021/2022 curling season. During this upcoming curling season the Memorial Building staff will monitor all utility expenses between October startup to April 15th or plant shut down and cleanup after the Last Chance Bonspiel. Upon completion of the season we will provide the City Council an accurate utilities expense report to be used for future contract negotiations.

Councilor Bayliss, supported by Councilor Schweiberger, moved to approve including the bullet points on the letter submitted by Mr. Hyduke and bill according for the 2021-2022 season and authorize the agreement between the City of Hibbing and the Hibbing Curling Club to follow the existing contract for the 2021-2022 curling season and document the usage for a future contract.

Discussion:

City Attorney Andy Borland explained that the contract that was included in the packet was the contract that was crafted previously. I will need to be revised per Mr. Hyduke's recommendations as to the bullet points. The current contract has a five-year term in it. He will change it to a one-year term for now.

Mr. Hyduke would like to sit down with members of the Hibbing Curling Club once the City approved the bullet points.

Councilor Hildenbrand asked if the previous contract had been signed. Mr. Hyduke stated that the Mayor and Clerk signed it, but the Hibbing Curling Club had not.

Councilor Hoffman Saccoman stated she wanted to read the contract. She asked if anything had been changed. Mr. Borland stated that the contract that was included in the packet is the same one that was approved at the May 19th City Council Meeting. The bullet points that Mr. Hyduke is recommending haven't been put into the contract yet. He would like to go over the bullet points with the Hibbing Curling Club. The concept is what is being brought before the Council now – which is what was previously prepared. Councilor Hoffman Saccoman asked if the bullet points would be part of the contract and Mr. Borland stated yes they would be part of the contract. They need to get incorporated into part of the contract once he has the chance to talk with their group. Mr. Hyduke stated that part of this has to do with the outstanding invoices. This would be where the City is giving them the first two quarters of 2021 at no cost because the City buildings were shut down due to the pandemic. For 2021, the second half should go back to invoicing them barring that the City buildings aren't shut down. The invoices for quarter 1 and 2 for 2020 will be assessed to the Curling Club, but quarters 3 and 4 will be waived. Councilor Hoffman Saccoman stated that the contract still has Mary Ann Kepler's name on it. She assumed it will need to be updated. City Attorney Andy Borland explained that the contract in the packet was the contract the City Council approved earlier in the year when Ms. Kepler was still here. Mayor Cannata asked if Mr. Hyduke will be bringing back the contract once he discusses it with the Curling Club. If they don't agree to this, it will be void. Mr. Hyduke stated that yes, he could be back in front of the Council again, but this is pretty much what he discussed with the members of the Curling Club.

Councilor Bayliss added to what Mr. Hyduke said, the meeting went really well with the Curling Club. He doesn't think there will be many issues with what he is bringing up and bringing back to the group. The only issue they may have is the issue with billing frequency.

Councilor Schweiberger asked Mr. Hyduke if one year was enough to have accurate numbers. Mr. Hyduke stated absolutely.

Motion CARRIED

Appoint Pete Hyduke as the Interim City Administrator for a base salary of \$108,534.00 effective July 20, 2021-December 31, 2021

HR Director Theresa Tourville explained that for clarification purposes, the salary is the annual base salary. It is not \$108,534 for the six-month period. She also requested a committee because Mr. Hyduke will be leaving MAPE, so he will have an individual contract. There needs to be parameters and a negotiation part like what is done with all of the individual contracts. If that could be done with the Personnel Committee or whoever the City Council would like to designate, then Mr. Borland would be able to have a contract ready for the next City Council Meeting.

Mayor Cannata stated that he and Ms. Tourville talked with Mr. Hyduke and he has accepted this position for the remainder of the year. He wanted to know if the Council wants just Ms. Tourville or Ms. Tourville and the Personnel Committee. Or do you want Ms. Tourville and Ms. Seppala? Councilor Harkonen asked that there be a person from the Personnel Committee along with Ms. Tourville and Ms. Seppala.

Councilor Hoffman Saccoman stated that she would like the Personnel Committee to continue on since they brought it forward to the City Council.

Ms. Tourville asked Mr. Hyduke if he accepts the position. He stated that he does accept.

Councilor Hildenbrand stated that this contract goes through the end of the December and wondered if this will affect the search for a permanent City Administrator.

HR Director Tourville stated not to her knowledge. They are going to move forward because we are in the phases that she is going through. They are not anticipating having anyone in the position until November or December. We are fortunate that Mr. Hyduke could train this person in.

Councilor Harkonen, supported by Councilor Schweiberger, moved to appoint Pete Hyduke as the Interim City Administrator for an annual base salary of \$108,534.00 effective July 20, 2021 through December 31, 2021.

LICENSES AND PERMITS:

Councilor Harkonen, supported by Councilor Bayliss, moved to approve the 2021 Massage Therapy License of Vanessa Hietala, Ohana Therapeutic Massage, 208 Howard Street.

Motion CARRIED

Councilor Fosso, supported by Councilor Schweiberger, moved to approve the Special Event Permit Application of Mike's Pub to hold an Outdoor Band on Friday, July 23, 2021.

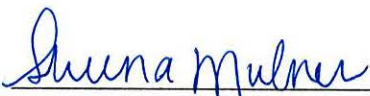
Motion CARRIED

ADJOURNMENT: There being no further business, the meeting was adjourned at 5:32 p.m. by Councilor Harkonen and supported by Councilor Bayliss.

Motion CARRIED

CITY OF HIBBING

ATTEST:



Sheena Mulner, Deputy Clerk



Rick J. Cannata, Mayor